

March 10, 2009

TO: ALL OFFERORS

FROM: ROXANN M. PARKER
STATE CONTRACT PROCUREMENT OFFICER, II

SUBJECT: ADDENDUM TO REQUEST FOR PROPOSALS
CONTRACT NO.: GSS363- SECURITY
ARMED SECURITY SERVICES

ADDENDUM #1

This addendum is issued to answer questions that were asked **prior to** the mandatory pre-bid meeting held on March 10, 2009 at 1:30 p.m.

1. What Company presently has the contract?
Bowles Corporate Services
2. How long has the present contract been in effect?
Since July 1, 2006
3. What are the current hourly billing rates?
\$15.33
4. What was the total bid price for the present contract?
In 2008 total billing was for \$168,000.00
5. Is there a minimum that must be paid?
Must meet FLSA Federal Minimum Wage requirements.
6. Are state employees presently filling these positions?
No, there is a contract in place that will expire on June 30, 2009.

7. What are their current hourly wages?
NA
8. Must the contractor provide their employee life insurance, health and retirement programs as part of the contract?
This is answered on Page 43, #9A of the RFP, the State wants to know what the programs the vendor sponsors for their employees.
9. Where is the on-site commander's base of operation?
Contract does not call for an ON-SITE commander. We are asking for a Site Commander who would serve as the supervisor of the Security Officers and perform duties as listed on page 41 of the RFP
10. Is the on-site commander provided with an office/telephone etc.?
Once again an ON-SITE commander is not required on the contract.
11. Does the on-site commander have a work schedule?
The SITE commander's work schedule is determined by the vendor. The State contract requires them to be able to be reached 24/7 and make one (1) visit per week to the sites. See page 47 of the RFP.
12. What are their primary duties?
Duties are listed on page 41 of the RFP.
13. Is one security officer per shift adequate to do the job?
(In regards to escorting victims to their vehicles, and escorting court staff and others as deemed essential for their safety)
Yes, one officer per shift is adequate.
14. When security officers must appear in court to testify regarding any incidents, does the Security Officer get paid and the company bill for this service?
This is answered on page 43 of the RFP, Item F, If officer is subpoenaed to testify, fees are at regular hourly rate.
15. If this results in overtime for the security officer, can we bill an overtime rate?
No, fees for testimony will be limited to the regular hourly rate. See page 43, Item F of the RFP.
16. Due to the small amount of hours scheduled per month at each site indicated, do you have full time state employees working at these sites?
Yes, there are full time state employees at all of these sites.

17. Do we have access to the current pay rates at these sites?

Yes, all of the information regarding the current contract can be found on our website: <http://gss.omb.delaware.gov/contracting/contracts/363.shtml>
The current pay rate is \$15.33 per hour.

18. Is the site commander position a billable post?

No, the site commander position would be an administrative function for the successful vendor and cannot be billed as a separate line item. The vendor should factor in the cost when submitting the proposal.

19. Will equipment be required?

Equipment needs are listed on page 38 of the RFP: firearms, handcuffs, and pepper spray at the expense of the vendor; surveillance equipment is provided by the agency.

All other terms and conditions remain the same.

If you have any questions, please contact me at 302-857-4555